



# N TARGET

with the Iowa DNR Records Program

FEBRUARY 2008

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or [leslie.leager@dnr.iowa.gov](mailto:leslie.leager@dnr.iowa.gov)

## Proposed Legislation

This spring in the Legislature there is a bill is under consideration by the Iowa House (HSB 654) and Senate (SSB 3164) that would revise **chapter 22: Examination of Public Records (open records)**. A few of the revisions include:

1. Establish a time frame to permit examination or coping of public records – not more than 5 days unless there is good cause.
2. Draft materials shall be treated as a public record at the time the material is actually used for final formulation, recommendation, or adoption. Therefore, preliminary or speculative material shall not be considered public record.
3. Excludes from public inspection information about and linked to an identified or identifiable person that would cause harm if released. This includes but is not limited to:
  - Driver's license numbers.
  - Social security numbers.
  - Credit card & bank account numbers.
  - Financial data other than employees salaries.

**STAY TUNED!** We will keep you updated on the progress of this bill.

## Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 566
- **Public File Requests:** 170

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Underground Storage Tanks (UST)
- Waste Water Sewage.

## New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

**Number of files created:** 137

**Types of files created:**

- Federal Grant Pre-Applications, Approvals & Contracts.
- Flood Plain Permits
- Agricultural Operations Permits (Wastewater)
- Water & Air Pollution Control Tax Certifications
- Wastewater Facility (Sewage)
- Water Quality Monitoring Treatment Agreement
- State Revolving Fund (Non-Point Source)
- Storm Water
- Standard Specification for Water Quality Permits
- Solid Waste Permitted Facility Files
- Leaking Underground Storage Tanks (LUST)



## Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**  
7,758 records imaged for a total of 26,541 records online.  
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**  
7,956 records imaged for a total of 161,776 records online.  
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**  
8,297 records imaged for a total of 585,359 records online.  
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality:** 1 Million plus records are imaged.



## Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center.

### List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes
- ADM 2-3 State Issued Contracts & Agreements for Services
- CON 11-4-1 Wastewater Sewage
- CON 11-32 Non-Point Source
- CON 11-33 State Revolving Fund (\* **New this month!**)
- CON 12-1-1 Solid Waste
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternative Program (SWAP)
- PER 1-1 DNR Personnel & Americorp



**DID YOU KNOW?** Staff may access these inventories by visiting the Records Center Front Desk Computer.

## Boxes Sent Off-Site to the State Records Center

Inactive documents that must be retained longer than a year according to their retention schedules are stored off site at the State Records Center.

**Total number of boxes sent off-site:** 42

## Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 5
- **Number of files created:** 75
- **Records imaged for Online posting:** 5,042



## Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7<sup>th</sup> Street in Des Moines:

- **Number of files created:** 30
- **Number of documents filed:** 2,344